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INSTRUCTIONS No. 7.
1,000, Dec., 1907.

DUTIES OF THE REGISTRAR.

1. The Registrar of the Advisory Council shall preside, as Chairman, at all meetings of the Boards of Examiners, or of any committee thereof, and shall furnish all necessary information. All cases of dispute at meetings of the Boards or committees shall be settled by a majority of the Examiners. In case of a tie the Chairman shall have the casting vote.

2. During the reading of the answer papers the Registrar shall see that the instructions to Associate Examiners hereinafter outlined are observed; and, except where it is in his judgment absolutely necessary to disclose the candidate's name or examination centre, he shall so deal with all correspondence that the identity of the candidates shall be disclosed to neither the Examiners nor the members of the Advisory Council. He shall assign a pseudonym to each Associate Examiner and shall have power, in case of necessity, to transfer Associate Examiners from one section to another.

3. He shall exercise a general supervision over the printing and distribution of the question papers, and over the sorting, numbering, and otherwise preparing the envelopes containing the answers, so that the answers may be conveniently read by the Examiners and Associate Examiners; he shall have charge of the reading of the answer papers, and, after the reading, he shall superintend the entering of the marks in the books by the clerks of the Department and the preparation of the results so that they may clearly indicate the subjects in which candidates have passed or failed.

4. He shall take the necessary steps in order that appeals may be read as speedily as possible.

DUTIES OF EXAMINERS.

5. Each Examiner shall be required to discharge all duties pertaining to his office, and no duty which an Examiner is appointed to perform shall be delegated to another Examiner without the approval of the Minister or the Advisory Council, as the case may be. Each Examiner shall prepare the examination papers assigned to him within the limits of the courses of study for which they are prescribed, and of the authorized textbooks.

6. The papers set for the examinations for entrance into the Faculties of Education, the Normal Schools, or the Model Schools, shall be prepared in accordance with the requirements of candidates desiring to become teachers.

7. In the prose composition papers in Classics and Modern Languages the vocabulary required shall be such as is found in the prescribed portion of text and text-book.

8. Each paper in a department shall be signed by each Examiner in the department, and shall be approved by all the Examiners in the department at a meeting held for the purpose before it is submitted to the Board of Examiners for consideration.

9. The Examiners shall be present at the beginning of the reading of the answer papers at the Education Department. Each Examiner shall discuss with the Associate Examiners in his section the character of the answers required by the question, and especially the value of incomplete or imperfect answers, so as to insure, as far as possible, uniform marking. In cases of differences of opinion on any point the decision of the Examiners shall be final; and, without the consent of the Examiner concerned, no Associate Examiner shall set aside any part of the agreement made as the result of this discussion. Any additional necessary allowance shall be made by the Revising Board on the report of the chairman of the section through the Registrar.

10. Such of the Examiners as may be appointed a Revising Board shall duly consider and report upon all doubtful and special cases.

11. With such Associate Examiners as may be appointed for that purpose, the Examiners shall also read the appeals and make, through the Revising Boards, such reports as are provided for in 10 above.

12. The Examiners shall report to the Minister and to the Advisory Council the pseudonyms of all Associate Examiners whose work appears to have been performed with carelessness or incapacity, or who have shown any substantial disregard of their instructions.

Duties of Associate Examiners.

13. The Associate Examiners shall be classified into sections according to the subjects of examination, and a chairman shall be appointed in each section by the Registrar. The chairman of each section shall have a general oversight of the work done in his section, and shall see that the regulations are carried out *and that the marking is uniform.* He shall also report to the Revising Board, through the Registrar, any matters that require its attention. In the case of an emergency, as in the absence of a chairman of a section, the Registrar shall appoint a chairman *pro tempore.*

14. An Associate Examiner shall not have in hand more than ten papers at one time, nor shall he have more than one envelope open upon his table at one time, and he shall return each examination book to its proper envelope. As soon as an examination book is removed from its envelope the candidate's number shall be placed on the front page of the book. *The envelopes, with their enclosures, must be returned in the numerical order in which they are received.* In cases of suspected copying the Associate Examiner shall note on the face of the envelope, "Copying,

see No....., question.....," and through the chairman of the section report the case at once to the Registrar. In such cases the Associate Examiner and the chairman of the section shall make a detailed report of the grounds of suspicion.

15. In the case of the papers in *English Grammar, Literature,* and *Composition,* one mark shall be deducted for each mis-spelt word and one mark for each instance of incorrect English. At all examinations in Arithmetic, either arithmetical or algebraical solutions shall be accepted.

16. In reading the answer papers each Associate Examiner shall mark distinctly in the left hand margin the value assigned by him to each answer or partial answer, shall place the total on each page at the foot of the margin and enter this total at the top of the next page; he shall place the result on the face of the envelope, indicating in the case of the papers in English Grammar, Literature, and Composition, the deduction for mis-spelt words and incorrect English thereon, thus, *e.g.*, Grammar, 80 — 2 sp. — 4 f. s. = 74. He shall also sign his pseudonym on the envelope of each examination book examined.

17. Associate Examiners shall be in their respective places so that the reading may commence promptly at the time specified, viz., 9 a.m. and 2 p.m., and no Associate Examiner shall stop work before the hours of closing, viz., 12 noon and 5 p.m., without reporting to the chairman of the section and obtaining his consent.

18. Associate Examiners shall refrain from all unnecessary conversation or other causes of disturbance and shall devote themselves strictly to the work of the examination; they shall keep a record of the papers read each day and shall report the results of their work to the chairman of their respective sections.

19. *Associate Examiners shall not at any time enter the rooms of other sections unless when it is necessary to do so in entering or leaving their own rooms, or when the sanction of the Registrar has been obtained.*

20. *The work is confidential throughout.* Should the identity of an examination centre or of any particular candidate be discovered by an Associate Examiner, he shall report the fact without any delay to the Registrar, or, in his absence, to the clerk of committees, who shall change the Associate Examiner, or make such other arrangements as he may deem expedient.

21. The instructions herein contained so far as they relate to the examinations of the Education Department and matriculation into the University, shall be subject to amendment from time to time with the approval of the Education Department and of the Senate of the University of Toronto, respectively.